

**RECORD INVENTORY AND ANALYSIS**

DEPARTMENT OF HISTORY, ARTS &amp; LIBRARIES

RECORDS MANAGEMENT SERVICES

DEPARTMENT	DIVISION/OFFICE		
LOCATION	PERSON	TELEPHONE	DATE
RECORD TITLE			
RECORD DESCRIPTION			
PURPOSE OF RECORD			
TYPE OF RECORD <input type="checkbox"/> ORIGINAL - Location of Duplicate: _____ <input type="checkbox"/> DUPLICATE - Location of Original: _____			
TYPE OF RECORD <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> LETTER SIZE</div> <div style="width: 50%;"><input type="checkbox"/> PLANS/DRAWING</div> <div style="width: 50%;"><input type="checkbox"/> CARD FILE</div> <div style="width: 50%;"><input type="checkbox"/> PRINTOUT</div> <div style="width: 50%;"><input type="checkbox"/> LEGAL SIZE</div> <div style="width: 50%;"><input type="checkbox"/> VIDEO TAPE</div> <div style="width: 50%;"><input type="checkbox"/> PHOTOGRAPH</div> <div style="width: 50%;"><input type="checkbox"/> MICROFILM</div> <div style="width: 50%;"><input type="checkbox"/> LEDGER</div> <div style="width: 50%;"><input type="checkbox"/> AUDIO TAPE</div> <div style="width: 50%;"><input type="checkbox"/> OTHER: _____</div> </div>			
IS RECORD MICROFILMED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, COULD MICROFILM BE USED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW	DOES RECORD HAVE HISTORICAL / ARCHIVAL VALUE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW	
PROPOSED RETENTION PERIOD _____ YEARS IN OFFICE    _____ YEARS IN RECORDS CENTER    STATUTORY RETENTION PERIOD - P.A. _____ YEAR _____			
COMMENTS:			